



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
INSTALLATIONS AND ENVIRONMENT
110 ARMY PENTAGON
WASHINGTON DC 20310-0110

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MEMORANDUM FOR ASSISTANT CHIEF OF STAFF FOR INSTALLATION
MANAGEMENT
CHIEF OF ENGINEERS

SUBJECT: Planning Charrettes Process for Military Construction, Army, Projects

The purpose of this memorandum is to provide guidance on the use of the planning (programming) charrette process for Military Construction, Army, (MCA) projects.

The planning charrette process is accomplished during the formulative stage of a project and facilitates the identification of issues that impact, functionality, scope, cost, and execution. In addition to enhancing stakeholder input and corporate buy-in, the process affords an opportunity to fully include beneficial sustainability and operability principles and practices. The product of this effort should be an effective DD Form 1391 for programming, budgeting, designing, and constructing a quality, cost effective, facility for the Army.

Planning charrettes are to be utilized for the preparation of documentation for all MCA projects starting with the FY 07 program. Planning charrettes are to be accomplished during Guidance Year minus one (FY 03 for FY 07 projects) using OMA funds. HQDA should centrally budget and manage to ensure that resources are available. It is preferred that the Corps of Engineers execute the planning charrette process in support of the Garrison Commander. The content, approval, and submission of the DD Form 1391 remain the responsibility of the Garrison Commander.

This initiative will enhance our planning, programming, budgeting, and execution of MCA.

Joseph W. Whitaker
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OASA(I&E)

